

INSTRUCTIONS

FORM 302

COMMONWEALTH OF VIRGINIA DEPARTMENT OF CHARITABLE GAMING ANNUAL SUPPLIER SALES & TRANSACTION REPORT

Who must file All suppliers that provided charitable gaming supplies and equipment to organizations within the Commonwealth of Virginia.

What must be filed [Form 302](#), Annual Supplier Sales & Transaction Report accompanied by either computer diskettes or data CD's listing all transactions for the report year. [The Supplier Transaction Reporting Format](#) is located on our web site.

When to file An Annual Supplier Sales and Transaction Report, Form 302, is due by March 1st.

Where to File The completed Annual Supplier Sales & Transaction Report, Form 302, including all computer diskettes or data CD's should be mailed to:

Department of Charitable Gaming
James Monroe Building
101 North 14th Street, 17th Floor
Richmond, Virginia 23219

Failure to File With reference to §18.2-340.34C of the Code of Virginia. "The Department may suspend, revoke, or refuse to renew the permit of any supplier for any conduct described in subsection B for any violation of this article or regulation of the Board. Before taking any action, the Department shall give the supplier a written statement of the grounds upon which it proposes to take such action and an opportunity to be heard. Every hearing shall be conducted in accordance with the Administrative Process Act (§2.2-4000 *et seq.*)".

Required Form The Annual Supplier Sales and Transaction Report must be filed on the Department of Charitable Gaming's Form 302.

Transactions Include The Annual Supplier Sales & Transaction Report must include all transactions during the report year. (i.e., all items, supplies, equipment, goods or services given, provided, sold, rented or returned.)

IDENTIFY YEAR

Report Year Enter the four-digit calendar year for the annual report you are submitting.

ORGANIZATION INFORMATION

Organization Name Fill in the official name of the supplier as shown on the Charitable Gaming Supplier Permit.

<i>DCG No.</i>	Provide the supplier's four-digit Department of Charitable Gaming (DCG) number. If you do not know your organization's DCG number please contact the Department.
<i>D/B/A</i>	Provide the name your company uses to conduct business.
<i>Headquarters Address</i>	Provide complete mailing address, including city, state, and zip code.
<i>Business Phone</i>	Provide the company's telephone number.
<i>E-Mail</i>	Provide an e-mail address for the company or contact person.
<i>Contact Person</i>	Provide the full name of the individual the DCG should contact if questions arise regarding this financial report.
<i>Daytime Phone</i>	Provide the daytime phone number of the contact person.
<i>Fax Number</i>	Provide the company's fax number.
<i>Attest Statement</i>	The President or Designee must sign, attesting to the accuracy of the report data. They must provide their name, the company's name, title and enter the date signed.